



# The University of Fiji

(An Entity of Arya Pratinidhi Sabha of Fiji)

OFFICE OF THE REGISTRAR



Private Mail Bag, Saweni Lautoka, Fiji Islands | Ph: (+679) 6640600 | [info@unifiji.ac.fj](mailto:info@unifiji.ac.fj) | [www.unifiji.ac.fj](http://www.unifiji.ac.fj)

## Student Request Form

Student ID No.

Full Name:

(As per Birth Certificate)

Email Address(mandatory):

Mobile Contact(mandatory):

REQUEST FOR: (Please tick)

Result Notice ☐ Official Academic Transcript ☐ Unofficial Academic Transcript ☐

English Confirmation Letter ☐ Programme Audit Confirmation Letter ☐

Course Descriptor ☐ Course Outline ☐ Travel Confirmation Letter ☐

Reprint of Graduation Certificate ☐

Programme Verification ☐

(Provide the Reference Number: \_\_\_\_\_)

Change of Campus: From: \_\_\_\_\_ TO: \_\_\_\_\_  
(As per course offering for the semester/trimester)

Approved By:

Course Coordinator: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Department: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deferment of Study:

Programme:

Course(s)Enrolled:

Department:

Deferment Request From: \_\_\_\_\_ TO: \_\_\_\_\_

Reasons for Deferment:

Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees Charged:**

- Result Notice (per semester/trimester): \$5.00
  - Unofficial Transcript: \$10.00
  - Reprint of Official Transcript: \$15.00
  - Travel Confirmation Letter: \$10.00
  - Programme Audit Confirmation Letter: \$10.00
  - English Confirmation Letter: \$10.00
  - Course Outline: (\$0.30 x 12pgs approx. per course)
  - Programme Descriptor: \$50.00 (per programme)
  - Programme Verification: \$50.00 (per programme)
  - Reprint of Graduation Certificate: \$65.00 (per programme) - You will be required to email at Examinations Office [exams@unifiji.ac.fj](mailto:exams@unifiji.ac.fj) regarding the process to obtain the reprint of certificate
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**Payment Methods****On-Campus:**

Finance Office at Saweni & Samabula Campus: From 8.30am to 3.30pm (Monday to Friday).

**Online Payment:**

We have 3 options where you can make the payment online.

**Option 1: Bank Transfer**

Bank Account Name: The University of Fiji

Bank Account Number: 9800966104

Bank Address: 1 Thompson Street, Suva

Bank Name: Westpac Banking Corporation

BSB or IBAN/SWIFT/Routing No WPACFJFX

**Option 2: Manual Deposit**

You can also make a manual deposit to our bank account stated in Option 1 and upload a snap of your deposit slip.

**Option 3: MPaisa**

Make MPaisa payment to Business Name The University of Fiji or Business number 21672.

Please ensure to write your Student ID Number in the Narration when making the payment.

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**For Official USE ONLY:**

Student Academic Services: \_\_\_\_\_ (Name)

Sign/Date\_\_\_\_\_

Examination Office: \_\_\_\_\_ (Name)

Sign/Date\_\_\_\_\_

Finance Office: \_\_\_\_\_ (Name)

Sign/Date\_\_\_\_\_

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